MINUTES
REGULAR MEETING OF THE
LIVERPOOL PUBLIC LIBRARY BOARD OF TRUSTEES
March 14, 2007

Trustees present: Alessio, Spadafore, Spado, Dunstone, Welcher and Dodge.

Excused: Fulmer

Staff: Dailey, Director, and Hewitt, Secretary to the Director.

Others: Mark Grobosky, staff

Regular Meeting

A. Call to order

President Alessio called the regular meeting to order at 6:37 pm.

B. Salutation to the United States Flag.

C. Correspondence

The correspondence folder circulated amongst the Board.

D. Staff Reports.

- Sprague informed the Board about the Traveling Boomer Fair activities on March 24th. This is a three part event shared with NoPL@Cicero and Baldwinsville Public Libraries through a state grant secured by Senator DeFrancisco.
- Sprague explained the library's customer service survey plan and pointed out the display for the Question of the Month campaign.
- Sprague reported National Library Week (April 15-21) will feature a Local Author Extravaganza with 10 local authors participating.
- Polly displayed the Book Paws logo designed by Diane Towlson (inspired by a real dog and also featured on LPL READ poster), handouts, finger puppets, pins, etc.
- Polly reviewed the features and software on the laptop computer replacements the Board received. The laptops will be used for the receipt of electronic data and other information necessary for review before and during its meetings. It will also be used for correspondence through email. Polly expressed appreciation to John Hibbert for all his hard work in downloading the required software and programming on the laptops.
- Dave Fulton, computer literacy librarian, did a quick demo of FirstClass e-mail and offered additional training sessions upon request from the Board.

E. Agenda Changes

F. Consent Agenda

- 1. Approval of February 7, 2007, Regular Board Meeting Minutes.
- 2. Approval of monthly bills for February.

Spado moved and Dunstone seconded to approve the items under Consent Agenda. All were in favor.

G. Executive Session

Alessio stated the need for an executive session to discuss a legal matter with Board counsel with no action to follow. Spado made a motion and Dunstone seconded to enter into executive session at 7:00 pm for the purpose stated by Alessio. All were in favor. The Board returned from executive session at 7:40 pm.

H. Reports to the Board

H.1. Treasurer's report

The Board received copies of the February 2007, Expenditure and Revenue report from Morgan. Dunstone reported on the library's financial status.

H.2. President's report

The 2007 meeting schedule for the OCPL Advisory Council was passed around for trustees to sign-up to attend one meeting.

H.3. Director's report

Dailey explained the current situation regarding the OCPL Polaris Implementation Steering Committee and asked the Board to write a letter to Joyce Latham, OCPL Executive Director, supporting member directors' choices for participation on the committee.

Dailey reported on her trip to Albany for Library Legislative Day. It was an overall upbeat experience further enhanced by the participation of three Liverpool teachers and ten students.

The successful transformation of the Sargent Meeting Room is nearly complete. Dailey has received positive feedback from staff and patrons.

H.4. OCPL/Advisory Council report

No report.

I. Items for discussion and action

I.1. Review budget draft for 2007-2008

Spadafore moved and Dodge seconded to approve the draft budget with an estimated 2.52% increase in the tax levy for 2007/2008. All were in favor.

I.2. Roof and Community Development update

Dailey reported the roof project is proceeding on track. Community Development approved the change for handicap doors. Dailey received confirmation that the DeFrancisco grant can be used towards the project's cost. The library's architect is working on new door specs with the Village engineer.

<u>I.3. Policies for Second Reading: American Library Association Code of Ethics; Donations</u>

Spadafore moved and Welcher seconded to approve the American Library Association Code of Ethics Policy for second reading. All were in favor.

Spadafore moved and Welcher seconded to approve the Donations Policy for second reading. All were in favor.

<u>I.4. Policies for First Reading: Credit Cards: Emergencies in the Library: Exhibit Spaces & Bulletin Boards</u>

Spadafore moved and Welcher seconded to approve Credit Cards for First Reading. All were in favor. Spadafore added a suggestion that the business office check into acquiring a credit card with a rewards program.

Spado moved and Spadafore seconded to approve Emergencies in the Library for First Reading. All were in favor.

Spado moved and Spadafore seconded to approve Exhibit Spaces & Bulletin Boards for First Reading. All were in favor.

J. Open Forum

No comments.

K. Board Forum

Welcher inquired about the possibility of getting additional documents on the Boards' laptops to reach the goal of paperless meetings. Discussion followed. Individual or group training with Fulton was re-offered.

L. Adjournment

Spadafore moved and Dodge seconded to adjourn the meeting. All were in favor. Alessio adjourned the meeting at 8:05 pm

Respectfully submitted,

Dorothy Morgan

Clerk to the Board of Trustees

Public Information Meeting: April 4 at 6:30 pm.

Jarothy Margan

Next Board Meeting: April 4 following the Public Information Meeting